

PTC Health & Safety Policy

Last updated: January 2025; By: Sam Dodd

The Poetry Translation Centre is committed to ensuring a safe working environment for all those who have lawful access to the charity's place of work. This commitment has four elements:

- 1) Full compliance with current health and safety legislation and regulations. Currently, any organisation with five or more employees (not including freelancers) is required to provide a basic H&S policy.
- 2) An assessment of the significant risks faced by everyone (residents, staff, volunteers, visitors and agents/contractors) who have access to the charity and appropriate action taken to minimise these risks. The five practical steps to risk assessment are given here and further information is available at www.hse.gov.uk:
 - a. identify the hazards
 - b. decide who might be harmed
 - c. evaluate the risks
 - d. record findings
 - e. review assessments

Currently, the PTC is subject to the Health & Safety policy of their home building, the Albany. Any 'common parts' i.e. the building structure, shared spaces, heating, lighting, security etc is the Albany's remit. A copy of their H&S policy can be requested from the Building Manager by calling 020 8692 4446. Anything that the PTC has put into the room that we rent from the Albany ('office space', currently Room 63) and the viability of that equipment so staff and freelancers can work safely, is our remit.

- 3) Regular recorded inspections of the properties and subsequent maintenance programmes should ensure that health and safety issues are given a high priority. Any defects that have health and safety implications should be addressed as a matter of urgency and liaison sought with the Building Manager of the Albany.
- 4) Records kept of any Health & Safety breaches, accidents, or incidents, using a dedicated internal form which is filled out by the team member present at the incident.
- 5) There is a First Aid kit located in the bottom drawer of the Operations Managers desk. The drawer is clearly labelled with the universal green cross First Aid kit sign.
- 6) Weight Limits - carrying books: the PTC team has agreed that the maximum weight any PTC staff member or freelancer should physically carry to events is 5kg. This is codified into our Health & Safety policy here in order to give individuals reassurance and security. Any remaining books needing to be sent to venues should be couriered, with the cost covered by the event budget, or Core funds only if that is not possible.

Management should also carry out a regular internal review of health and safety matters and risk assessments. At the same time, everyone has an individual responsibility regarding health and safety and must immediately bring any issues of concern to the attention of the charity's health and safety responsible staff member. At PTC this person is the Operations Manager.

As at May 2024, the PTC's First Aider is Sam Dodd, Operations Manager.

The PTC's insurance policies (public liability and employer liability) documents including all coverage details (we are covered for £5 million in both instances, which is the legal minimum for H&S related coverage) can be viewed by sending a request to info@poetrytranslation.org